



North Columbia Academy General Guidelines

All students admitted to the charter school must do so by engaging in the full application process. This includes:

- Completion of application with stated goals by the student and parents/guardians.
- Completing an admission interview with the education team at charter school.
- Sign agreement to follow the “**behavior/expectation contract**” to support the school as a safe, nurturing, and consistent learning environment.

Student Expectations

Teaching students to manage their own behavior and to be responsible members of a community is an integral part of North Columbia Academy. NCA students are expected to be respectful, be cooperative, participate and provide positive feedback to their teachers and peers.

RESPECT

- 👉 Students will interact with staff and peers in an appropriate manner.
- 👉 Students will help maintain a positive learning environment, free of disruptions.
- 👉 Students will use appropriate language.
- 👉 Students will not damage the classroom facility or its contents.
- 👉 Students will refrain from physical contact: horseplay, displays of affection, fighting.

COOPERATION

- 👉 Students will follow staff directions, rules, and instruction.
- 👉 Students will follow individual classroom guidelines.
- 👉 Students will not interfere with another individual’s right to an education.

PARTICIPATION

- 👉 Students will enter the building *quietly* and cause as little disruption as possible.
- 👉 Students will **sign in** for attendance daily.
- 👉 Students will *actively* participate in their education program.

POSITIVE FEEDBACK

- 👉 Students will provide peers with positive feedback
- 👉 Students will accept positive feedback from their peers.
- 👉 Students will accept positive feedback from the program staff.

Attendance Policy

Regular attendance is mandatory if a student is going to successfully complete high school within four years. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years have the right and are required to attend a public full-time school during the entire school year. Regular and punctual attendance will also help a student develop responsible habits that will be necessary for success in either future education or employment. Frequent absences result in poor class performance.

Absences

Students will be excused with a note from a parent/guardian for the following reasons:

- ⌚ Student illness;
- ⌚ Illness of an immediate family member when the student's presence at home is necessary;
- ⌚ Emergency situation that requires the student's absence;
- ⌚ Field trips and school-approved activities;
- ⌚ Other reasons deemed appropriate by the NCA Education Team when satisfactory arrangements have been made in advance of the absence;
- ⌚ Medical appointments. Confirmation of appointments may be required.

Absences that do not meet the above qualifications or are not accompanied with a parent/guardian note will be regarded as unexcused. Work may not be accepted if the absence is unexcused.

Procedures for return from an absence or being tardy:

- 👤 Notes are to be presented to an NCA staff member the same day a student returns and must contain the following information:
 - 📄 Date of absence(s) and date the note was written
 - 📄 Name of pupil
 - 📄 Brief reason for absence
 - 📄 Complete signature of parent or guardian(Students over eighteen and living on their own may write their own absence slips. **For attendance purposes, a note is required for every student.**)
- 👤 **Make-up work will only be arranged in an emergency situation.**
Attendance is key to success at NCA.
- 👤 Students should consult with teachers for homework if they plan to be absent more than one day.

All absences will be reported to the student's parent or guardian and to the Juvenile Department for those students on probation or parole.

Parents will be sent a certified letter on the tenth day of consecutive unexcused absences indicating the student is formally dropped from the charter school roles, as per state law.

Discipline and Due Process






















Discipline at North Columbia Academy is designed to promote behavior that will enable students to develop self-discipline necessary to function successfully in their educational and social environments. The major objectives of discipline are to follow the fundamental concepts:

- a) Respect for the rights, dignity, and safety of all individuals.
- b) Respect and understanding of laws, rules, and regulations.
- c) Respect for public and private property.

In some cases, a telephone call or written notice to the parent will assist the parent to help the student correct his/her behavior. However, in more serious cases, or with repeated misbehavior, the NCA Education Team may resort to suspension, a meeting to reconsider continued attendance at NCA, or recommendation for expulsion.

When others display inappropriate or dangerous behaviors it is important to speak out and not condone the behaviors. Speaking out or notifying someone in authority is encouraged.

Students shall be liable to discipline, suspension, or expulsion for misconduct including but not limited to:

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|  Alcohol and Drugs |  Harassment |
|  Arson | ⊗ Verbal Assault |
|  Automobile Misuse | ⊗ Threat of Harassment |
|  Bullying | ⊗ Sexual Motivated Conduct |
|  Bus Misconduct | ⊗ Discriminatory |
|  Defiance of Authority |  Physical Assault |
|  Disorderly Conduct |  Tardiness |
|  Display of Affection |  Theft |
|  Explosive Devices |  Tobacco |
|  Extortion |  Unexcused Absence |
|  Fighting |  Vandalism |
|  Forgery or Lying |  Weapons |
|  Gambling | |

Students may be asked to un-enroll from North Columbia Academy based on the education team's recommendation if the student's behavior is deemed in conflict with the mission and positive culture of the school.

Academic Credit Policy

- ✓ Student will be able to earn up to 3.5 credits per academic semester.

- ✓ Students can make up credits through a credit recovery program. This may require additional fees and working outside of the traditional school day.

Components of the Student Education Curriculum

- “Life skills” education that deals with social skills, problem solving, conflict resolution, emotional/psychological development, substance use, sexuality, relationship development, emotional regulation, artistic and theatrical expression, and critical thinking skills.
- Field trips designed to build community and investment in the school, offer social learning experiences, and align with academic goals as appropriate. Students will be involved in the planning and implementation of these events.

Parent Expectations

Parent involvement and investment is critically valued and recognized as contributing to the success of students and the charter school program. As part of the program, parents will:

- Assist in planning and implementing periodic social/cultural/learning activities for youth throughout the academic year.
- Actively support the school structure, curriculum, and extra curricular events.
- Advocate for the students and the implementation of the school mission.
- Communicate directly with the school personnel without using the youth as the “go between” when conflicts or disagreements arise.

Parent volunteers are always welcome!!!

I _____ have read, understood, and agreed to the behavior expectations for attending the North Columbia Academy. I am setting my goals for success at school. I understand that I am responsible for my own success. The staff at the North Columbia Academy will assist me in reaching my goals, but I am responsible for my behavior and achievement. My signature below means that I agree to the above stated expectations for students accepted to the North Columbia Academy.

Students Signature

Date

Parent Signature

Date

Parent Signature

Date